

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Records Management Division

DATE: 15 February 1955
STAT

FROM : Chief, Records Systems Branch

SUBJECT: Development of Records Systems Program

1. I feel there is a need throughout the Agency for technical assistance in a field not adequately covered by present staff assignments, i.e., there is no assistance available for supervisors who are faced with processing problems, and who have no knowledge of or experience in the numerous more or less standard equipment and systems applications which would solve their problems.

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2. It appears to me that the responsibility for assistance of the type proposed is within the scope of our Branch, and should be developed. Authority for such a program is covered by the following paragraph quoted from R [] Section [] "Conduct research on management techniques and develop and disseminate information throughout the Agency for the purpose of improving management practices and efficiency." The above statement is broad and undoubtedly covers projects undertaken by the area managers. However, to my knowledge they do not now give the assistance we propose nor contemplate doing so in the future. Also, the proposed program overlaps [] function only after the determination that the solution to the problem involves machines covered by his Regulation []

3. In order to clarify and define the proposed program, I have attached a statement of the scope and objectives, and an outline of the suggested steps for developing it.

4. When you have had an opportunity to review this material I would like to discuss it with you.

Attachment

Discussed with []
2/23; hold for discussion
with [] in
connection with
current management
study of
Records Mgmt
Division
2/23/55

Discussed with []
STAT
2/23/55
he will discuss
with []
in connection
with the
current
management
study of
Records
Mgmt Div.
STAT
2/23/55

Discussed with []
2/24/55
No commitment
was made but he
indicated that he
does concur.
2/24/55